



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/03/2014	Employee Requisition Number ER-15015	JOB OPPORTUNITY	
Title/Position: ASSISTANT LANGUAGE TEACHER		2 PART TIME POSITIONS	
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 2-Part- time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Assistant Language Instructor should be a highly motivated individual with a passion to learn and teach the Yuchi language. Assistant should demonstrate a willingness to be trained in second language acquisition and teaching techniques. The Assistant Language Instructor will coordinate with the language Instructors to assist in daily activities for the children and help maintain program facilities. The Assistant will also help coordinate with families and schools as needed.
Principal Duties and Responsibilities:	Use Yuchi language with students during program activities and help conduct language routines with the children. Assist children in learning the language by helping them repeat phrases during activities and encouraging students to be active participants. Meet with other language Instructors and program staff to coordinate class activities and events. Assist in transporting children and youth to language classes. Assist in cleaning and organizing classrooms and facilities and maintaining a safe learning environment for the children. Obtain supplies or props needed to implement lesson plans in the language classes. Assist in maintaining up-to-date student enrollment forms and emergency contact information. Perform other related duties as needed.
Minimum Requirements:	A demonstrated knowledge of the Yuchi language with 4 years recent experience in teaching the Yuchi language. The ability to communicate and work well with children. Must be willing to be trained in second language acquisition and in the grammar of the Yuchi language. Must possess a genuine interest in learning and perpetuating the Yuchi language.
Preferred Requirements:	NA
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.